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27 AUG 1976

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MEMORANDUM FOR: Director of Logistics

FROM: Acting Director, Central Reference Service

SUBJECT: ADSTAR Development

REFERENCE: a) ADSTAR Requirements, 3 Aug 76
b) ADSTAR System Management Plan, 18 Dec 75

1. Central Reference Service is engaged in an effort to develop an Automated Document Storage and Retrieval (ADSTAR) system to succeed the present manual system and to support the future SAFE. At present, we are in the process of designing specifications for the ADSTAR system and developing a Request for Proposal. Attached is a copy of the initial ADSTAR Requirements paper (reference a) and the ADSTAR System Management Plan (reference b) for your information. Funds have been budgeted to acquire a system in FY 1977 and to install it in FY 1978 and FY 1979.

is Chief of the ADSTAR Task Force.

2. The ADSTAR system development, installation, and operation will require long-term logistics support and resources. This support is in the major categories of space, renovation, facilities and procurement. We assume that we will be using the space presently occupied by the various CRS elements involved in the operation of the present manual system. These components are located in the GE subcorridor and the 1H corridor.

Space/Renovation/Facilities

a. The ADSTAR system will necessitate site design, preparation and allocations of space and facilities to allow for the smooth transition to the new ADSTAR system. In addition to the space renovations identified in reference b, we will require a survey of the space of the existing Document Storage and Retrieval system facilities to determine their capabilities vis-a-vis ADSTAR.

b. When the ADSTAR system is acquired and installed (FY 1978), sufficient space will have to be made available for a period of several months to serve as a staging area for new equipment and to operate both the new and the old systems in parallel.

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c. The ADSTAR system is likely to have special power and environmental requirements which will necessitate extensive site preparation.

Unless you prefer to assign a focal point officer for matters in these categories, we will use the normal channels of Logistics Services Division.

Procurement

Procurement of the ADSTAR system will be accomplished through established Agency contract procedures and we will continue to work through [redacted] Unless advised to the contrary, we will continue to use [redacted] his Branch, and Procurement Division for advice, procedural guidance in the preparation of system specifications, Requests for Proposal, and contract negotiations. As stated in reference b, they will also be asked to participate in source selection, evaluation and RFP review panels.

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5. The Deputy Director for Administration has been advised of the ADSTAR requirements as have the Directors of Communication, Security, and Data Processing.

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Attachments:
As stated

cc: Chief, DDI Plans and
Programs Staff